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ABSTRACT

This follow-up study of participants in the Career Workshop of the Pacific Heights Adult School is based on 117 responses to 453 questionnaires mailed in the Spring of 1971. Responses were analyzed by categories and numerical responses to the questions asked. The categories were: age, education, employment, occupations, occupations and education, years on job, different jobs, student use of other services, and positive and negative statemets. Results of the study show: (1) more women than men seek counseling; (2) the Career Workshop is the only counseling available to many adults; (3) there is a movement from job to job by those of high school and college experience, with both seemingly working in the same occupations; (4) the Career Workshop is of great value to adults of all educational levels. Three appendixes contain: A. Statement of the Problem; Questionnaire Schedule; B. Tables of participants' responses; C. Evaluation--Career Workshop 1971. The schedule for the eight meetings of the workshop concludes the report. (DB)

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SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

PACIFIC HEIGHTS ADULT SCHOOL

CAREER COUNSELING

AND

FOLLOW-UP STUDY

SPRING 1971

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STAFF 1971-72

MRS. ANN CLARK
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AC 012 333

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PREFACE

The San Francisco Community College District is presently preparing a master plan for counseling. The College District since July 1970 has had two divisions---City College and the Adult Occupation.

The Adult and Occupational Division through the Pacific Heights Adult School has had since 1952 a vocational and career counseling service available to all San Francisco adults 18 years of age and older. Many changes have been made in the format since its inception. Changing adult needs, economic conditions, new staff and application of materials and methods all contribute to the staff planning necessary for all workshops.

Counselors are available at Marina Junior High School Building from Monday through Thursday evenings. The Career Workshop is offered on Tuesday and Thursday at least 5 or 6 times during the school year.

Participants are asked to evaluate each workshop. A follow-up study of the workshop participants over a longer period of time seemed to be of value at this time.

Present staff---Mr. Lee Golbetz, Mr. Bruno Zachary, Mr. Jack Flander and Mrs. Ann Clark have helped in this study. Mrs. Clark and Mr. Zachary have been of great help in the preparation of the report.

FINDINGS

This follow-up study of participants in the Career Workshop of the Pacific Heights Adult School is based upon 117 responses to 453 questionnaires mailed in the Spring of 1971. Responses were analyzed by categories and numerical responses to the questions asked.

AGE

The majority of respondents were in the age bracket of 25 to 50 years of age.

EDUCATION

The majority of respondents have had college educational experience.

EMPLOYMENT

Approximately 2/3 of the respondents are employed; 1/3 unemployed with a greater proportion of women than men unemployed.

OCCUPATIONS

A large majority of the respondents are balanced between the occupational categories of secretary, clerical, technical and professional. Those with professional occupations are grouped mostly in the age bracket of 31 to 40 years of age.

OCCUPATIONS AND EDUCATION

Those respondents with high school or college educational experiences are employed in secretarial, clerical and technical positions.

YEARS ON JOB

The greatest number of respondents have had their jobs one year or less.

DIFFERENT JOBS

Thirty-nine of the respondents have had one job; 28 have had two jobs. The greatest number of job changes are in the age brackets 18 to 40 years. Over-all 102 of the respondents have held 252 jobs in the period 1966 to 1971.

STUDENT USE OF OTHER SERVICES

Some 61 of the respondents did not note services or advice being received from any one. Nineteen had advice from individuals, 25 from school wherein they had enrolled.

STATEMENTS

Positive - A great majority of the statements indicated that the Career Workshop had been of help.

Negative - Respondents desired more individual counseling and in-depth with more direction on decisions from counselors as to specifically available jobs.

IMPLICATIONS

The Career Workshop has taken notice of the fact that more women than men seek counseling. That for many the Career Workshop is the only counseling available to adults who are no longer matriculated in a college situation.

There is a movement from job to job by those of high school and college experience, with both seemingly working in the same occupations. There is a seeking of careers that hopefully will lead to job satisfaction.

This study reveals that the career workshop is of great value to adults of all educational levels. It is a service that is available to all who feel a need for career or personal counseling.

With few respondents in the 18 to 24 years of age group, and with only elementary educational experience, some program of career counseling that would motivate this group might be considered.

APPENDIX A

STATEMENT OF THE PROBLEM

QUESTIONNAIRE SCHEDULE

CAREER GUIDANCE WORKSHOP

INTRODUCTION

STATEMENT OF PROBLEM

The Career Guidance Workshop, sponsored by Pacific Heights Adult School, is a special program to provide both individual and group guidance regarding occupational and educational goals.

The workshop runs from 4 to 6 week sessions, depending upon the number of participants, with twice weekly meetings from 7:00 to 9:00 p.m.

The first half of the workshop concerns identifying participants' needs and aptitude and interest testing. The second portion of the workshop consists of private interviews with individual participants and group discussions. The group discussions cover such topics as the meaning and significance of aptitude and interest tests; labor market information; techniques involved in looking for and securing a job; employer tests and test taking procedures as well as considerations to be made when contemplating a change of occupation or returning to school.

Many of the participants in the workshop are interested in the possibility of entering or returning to college for career participation. Others are bored or dissatisfied with present jobs and want to consider alternatives. Some wish to find out if they are working in the "right" field and several, in each group, are housewives who want to return to the work world and need assistance in making practical plans.

This study of adults who have participated in this workshop since 1966 is designed to secure answers as to their participation and their opinions of such participation.

The questionnaire attempted to secure answers to such questions as:

1. What are the attitudes of students toward the Career Workshop?
2. What are some of the work characteristics of the workshop participants?
3. What, if any, job mobility do the respondents reveal?
4. What other agencies or individuals helped respondents in career decisions?

It is hoped that the study might point the way to major studies in this area and offer some guidelines to the administration of the Career Guidance Workshop of Pacific Heights Adult School.

OPINION SURVEY

CATEGORIES

Status categories - age, sex

The Category of Education was designed to secure information on level attained or experienced. College extension and adult education were included as agencies offering supplemental training.

The Category of Occupation was designed to determine work status and to secure some information on positions presently held by respondents.

The Category if Employed was designed to secure information on the mobility, if any, of the respondents.

The Category, Number of Different Jobs, likewise was designed to reveal patterns of job movement or changes.

The Category of Open-End Questions was used in order to reveal differences of satisfaction or dissatisfaction with the service and training.

The Category, Other Agencies, et al, was used to note any patterns of career guidance services generally used by the respondents.

The responses to these questions were analyzed by Status Categories and the numerical responses to the questions asked. The small sample did not allow treatment of the data to determine significant differences of opinions in the various categories nor use of percentages in the computation of responses.

METHODOLOGY

If adult education is to progress beyond "hit or miss" organization and methodology, it must be based upon careful, detailed and continued studies of our population to be served and of existing patterns of organization and interaction. This research was planned as a very limited study of adults who had participated in the Career Guildance Workshop. In order to make the sampling as representative as possible, questionnaires were sent to 20% of students in each workshop from 1966 to 1970 and to all students who attended the Fall 1970 workshop. It was felt that this sampling, although not a representative sampling in the statistical sense, would be a broad sampling of adult students who had participated in Career Workshops.

The following table reveals the results:

Questionnaires mailed	453
Questionnaires returned	117
Questionnaires returned faulty address	60
No response	276

The return of 117 questionnaires is approximately 25% of the total mailed.

SAN FRANCISCO UNIFIED SCHOOL DISTRICT

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We are doing a follow-up study of those adults who have participated in our Career Guidance Workshop conducted at the Marina Junior High School building. We have selected every fourth student name from our enrollment records of the five past years so that we may have a representative sampling of all adults who were in the Career Guidance Workshops.

Your answer to these questions will be of great help to other adult students in the Career Workshops. Your help is most appreciated.

There is no need to sign your name. A self-addressed envelope is enclosed for your convenience.

Alfred J. Azevedo,
Principal

Please answer all questions. It will only take a few minutes.

SEX

( ) Female
( ) Male

AGE

( ) 18-24 years
( ) 25-30 years
( ) 31-40 years
( ) 41-50 years
( ) Over 50

EDUCATION (Please check highest level)

( ) Elementary
( ) High School
( ) College
( ) Graduate
( ) College Extension
( ) Plus Adult Education

OCCUPATION (Please list present or last job) ( ) Employed

( ) Unemployed

IF EMPLOYED - Years in this present position (Please circle appropriate number)

1 2 3 4 5 6 7 8 9 10 Over 10

NUMBER of different jobs you have held since 1966
(Please circle appropriate number)

1 2 3 4 5 Over 5

PLEASE ANSWER AS COMPLETELY AS POSSIBLE - The Career Guidance Workshop helped me . . . . . .(Finish the sentence or write more)

PLEASE ANSWER AS COMPLETELY AS POSSIBLE - The Career Guidance Workshop did not help me because . . . . . (Finish the sentence or write more)

I think that adults in the Career Guidance Workshop would be helped most if . . . . . (Please list your suggestions)

Would you please list any other school, agency, or institution, or individual that has helped you make decisions about your career.

* * * * * * *

Thank you for your help and cooperation. Please return in the stamped envelope to Pacific Heights Adult School.

APPENDIX B

Table - Age

Table - Education

Table - Employment

Table - Occupations

Table - Occupations and Education

Table - Years on Job

Table - Different Jobs

Table - Student Use of Other Services

Statements - Positive and Negative

SUMMARY - COUNSELING STUDY-Spring'71

AGE

	18-24	25-30	31-40	41-50	Over 50	Total
Female	3	17	21	25	15	81
Male	4	6	13	8	4	35
All	7	23	34	33	19	116

This table reveals that of those responding to the questionnaire:

1. Approximately 70% were female and 30% male.

2. The majority are in the age bracket of 25 to 50 years of age; with a few under 24 years and over 50 years of age.

3. Approximately half are between the ages of 31 and 50 years of age.

TABLE - EDUCATION: All, Female, Male

The table reveals that of those responding to the questionnaire:

1. A majority have had college educational experiences

2. Of those with college, extension, and adult educational experiences, the majority are in the age bracket of 25 to 50 years of age.

3. A higher proportion of females than males have had had high school experience, where as a higher proportion of males than females have had college experience

4. Many have taken training in the Adult Education Division and college extension.

SUMMARY - COUNSELING STUDY-Spring '71

EDUCATION

EDUCATION ALL	18-24	25-30	31-40	41-50	Over 50	Total
Elementary	0	0	0	1	1	2
High School	4	6	6	10	9	35
College	5	13	22	13	7	60
Graduate	0	5	2	5	2	14
Extension	0	1	6	7	6	20
Adult	2	2	6	10	7	32
	9	30	47	46	32	164

Female	18-24	25-30	31-40	41-50	Over 50	Total
Elementary	0	0	0	1	1	2
High School	1	6	5	8	7	27
College	2	8	14	9	5	38
Graduate	0	3	2	5	1	11
Extension	0	1	3	5	4	13
Adult	0	3	6	7	4	20

Male	18-24	25-30	31-40	41-50	Over 50	Total
Elementary	0	0	0	0	0	0
High School	3	0	1	2	2	8
College	1	5	8	4	2	20
Graduate	0	2	3	0	1	6
Extension	0	0	3	2	2	7
Adult	2	2	2	3	3	12

TABLE - EMPLOYMENT: All, Female, Male

The tables reveal that of those responding to the questionnaire:

1. Approximately 65% or 2/3 are presently employed and 35% are unemployed.

2. The greatest number of employed are between the ages of 25 and 50 years of age.

3. The majority of unemployed are between 31 and 50 years of age.

4 A greater proportion of women than men are unemployed

5. Very few retired or self-employed respondents are contacted in this study and of those responding it is noted that they are in the older age brackets.

SUMMARY - ASSESSING STUDY-Spring'71

EMPLOYMENT

EMPLOYMENT ALL	18-24	25-30	31-40	41-50	Over 50	Total
Self-employed	1	0	1	1	1	4
Employed	4	19	20	22	10	75
Unemployed	2	4	12	10	6	34
Retired	0	0	0	1	1	2

Female	18-24	25-30	31-40	41-50	Over 50	Total
Self-employed	0	0	1	1	1	3
Employed	1	14	9	16	9	51
Unemployed	2	5	10	7	4	28
Retired	0	0	0	0	2	2

Male	18-24	25-30	31-40	41-50	Over 50	Total
Self-employed	1	0	0	0	0	1
Employed	3	5	11	4	1	24
Unemployed	0	1	2	3	2	8
Retired	0	0	0	0	1	2

TABLE - OCCUPATIONS - All, Male, Female

The tables reveal that of those responding to the questionnaire:

1. A large majority are balanced between the occupational categories of secretary, clerical, technical-sales, and professionals.

2. The number of females are balanced between the categories, where there are no male secretaries and few clerical positions held by males.

3. Those with professional occupations are grouped mostly in the age bracket of 31 to 40 years of age.

SUMMARY - COUNSELING STUDY-Spring'71

OCCUPATIONS*

AGE	NO RESPONSE	SECRETARY	CLERICAL	TECHNICAL SALES	PROFESSIONAL	SELF-EMPLOYED
18-24	1	0	2	1	0	1
25-30	3	6	3	6	3	0
31-40	2	4	5	8	11	5
41-50	7	5	9	6	3	1
over 50	8	4	1	7	3	0
	21	20	21	28	20	7

*See table - for additional occupations under these categories.

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	NO RESPONSE	SECRETARY	HOUSEKEEPER CLERICAL KEYPUNCH PARKING	MANAGER CLAIMS SALES FLORIST TECHNICAL BOOKKEEPER	MICROBIOLOGIST ARTIST LIBRARIAN TEACHER PROFESSIONAL NURSE L. V. N.	SELF-EMPLOYED HOUSEWIFE STUDENT
FEMALE						
18-24	0	3	5	0	0	0
25-30	2	8	2	3	2	0
31-40	2	3	4	3	3	4
41-50	7	5	0	2	5	1
Over 50	6	4	1	2	2	0
	17	20	16	13	12	5
MALE						
18-24	1	0	0	1	0	1
25-30	1	0	1	3	1	0
31-40	0	0	1	5	6	1
41-50	0	0	3	1	0	0
Over 50	2	0	0	5	1	0
	4	0	5	15	8	2

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SUMMARY - COUNSELLING STUDY-Spring'71

OCCUPATIONS AND EDUCATION

ALL	TOTAL	SECRETARY	CLERICAL	TECHNICAL	PROFESSIONAL	SELF-EMPLOYED	NO RESPONSE
ELEMENTARY	2	0	0	0	0	0	2
HIGH SCHOOL	40	9	10	11	1	1	8
COLLEGE	61	9	10	13	12	6	11
GRADUATE	14	2	1	4	7	0	0
	117	20	21	28	20	7	21

The table reveals that of those responding to the questionnaire:

1. Those with high school, college, educational experiences are rather evenly employed in positions relating to secretarial, clerical and technical.

2. Those with professional positions have had college and graduate education.

3. Those with elementary education either did not respond to the questionnaire or have not sought counseling advise.

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SUMMARY-COUNSELING STUDY-Spring'71

YEARS ON JOB

Years on Job	18-24	25-30	31-40	41-50	over 50	Total
ALL						
0	0	3	2	1	2	[illegible]
1	3	7	11	4	3	28
2	1	5	1	3	0	10
3	2	1	2	4	0	[illegible]
4	0	3	2	2	0	7
5	0	0	4	2	0	6
6	0	0	3	1	0	4
7	0	0	0	2	0	2
8	0	0	0	0	1	1
9	0	0	1	0	0	1
10	0	0	2	2	0	4
over	0	0	0	4	3	7

Female	18-24	25-30	31-40	41-50	over 50	Total
0	0	0	2	1	2	5
1	2	5	8	3	2	20
2	0	3	0	2	0	5
3	0	1	1	1	0	3
4	0	3	1	2	0	6
5	0	0	1	1	0	2
6	0	0	1	1	0	2
7	0	0	0	2	0	2
8	0	0	0	0	1	1
9	0	0	0	0	0	0
10	0	0	2	1	0	3
over	0	0	0	4	4	8

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Male	18-24	25-30	31-40	41-50	Over 50	Total
0	0	0	0	0	0	0
1	1	2	3	1	1	8
2	1	2	1	0	0	4
3	2	0	1	3	0	6
4	0	0	1	0	0	1
5	0	0	3	1	0	4
6	0	0	2	0	0	2
7	0	0	0	0	0	0
8	0	0	0	0	0	0
9	0	0	1	0	0	1
10	0	0	0	1	0	1
Over	0	0	0	0	1	1

The tables reveal that of those responding to the questionnaire:

1. The greatest number have had their jobs one year or less.

2. The number of respondents decreases as the number of years in the present position increases, with the exception of those 10 years and more in one position.

3. 39 of the 58 females have been in their present positions one year or less.

4. The greatest number have held their present positions 5 years or less.

SUMMARY - COUNSELING STUDY-Spring'71

DIFFERENT JOBS

ALL	18-24		25-30		31-40		41-50		over 50		Total	
		no. of* jobs		no. of jobs		no. of jobs		no. of jobs		no. of jobs		no. of jobs
1	1	1	5	5	10	10	15	15	8	8	39	39
2	3	6	5	10	12	24	6	12	2	4	28	56
3	2	6	2	6	4	12	0	0	0	0	8	24
4	1	4	2	8	1	4	1	4	3	12	8	32
5	0	0	7	35	4	20	1	5	1	5	13	65
Over	0	0	0	0	1	18	2	12	1	6	4	36
	7	17	21	64	34	88	25	48	15	35	102	252
FEMALE												
1	1	1	5	5	6	6	11	11	8	8	31	31
2	1	2	2	4	7	14	4	8	2	4	16	32
3	1	3	2	6	2	6	0	0	0	0	5	15
4	0	0	2	8	1	4	1	4	1	4	5	20
5	0	0	4	20	3	15	0	0	1	5	8	40
Over	0	0	0	0	2	12	1	6	1	6	4	24
	3	6	15	43	21	57	17	29	13	27	69	162

*Over - category counted as 6 jobs.

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MALE	16-24		25-30		31-40		41-50		Over 50		Total	
		no. of* jobs		no. of jobs		no. of jobs		no. of jobs		no. of jobs		no. of jobs
1	0	0	0	0	4	4	4	4	0	0	8	8
2	2	4	3	6	5	10	2	4	0	0	12	24
3	1	3	0	0	2	6	0	0	0	0	3	9
4	1	4	0	0	0	0	0	0	2	8	3	12
5	0	0	3	15	1	5	1	5	0	0	5	25
Over	0	0	0	0	1	6	1	6	0	0	2	12
	4	11	6	21	13	31	8	19	2	8	33	90

*Over - category counted as 6 jobs.

The tables reveal that of those responding to the questionnaire since 1966:

1. 39 have had one job; 26 have had two jobs.
2. The greatest number of job changes are in the age brackets 16 to 40 years of age.
3. For females, those between the ages of 25 and 40 years of age have made the greatest number of job changes.
4. For males, the greatest number have held two different jobs in the years from 16 to 30.

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SUMMARY - COUNSELING STUDY-Spring'71

STUDENT USE OF OTHER SERVICES

All	Individual	School	Agency-Business	Social Agency	None	Pacific Heights
18-24	3	1	3	0	5	0
25-30	4	6	1	1	12	1
31-40	10	4	4	4	15	2
41-50	4	10	1	4	17	0
Over 50	1	4	1	1	14	1
Total	19	25	7	10	61	4
Male						
18-24	0	0	0	0	3	0
25-30	0	3	0	1	4	0
31-40	4	1	1	1	2	0
41-50	3	3	0	2	3	0
Over 50	0	0	0	1	2	0
Total	7	7	1	5	18	0

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Female	Individual	School	Agency-Business	Social Agency	None	Pacific Heights
18-24	0	1	0	0	2	0
25-30	4	3	1	0	8	1
31-40	6	3	3	3	8	2
41-50	1	7	1	2	14	0
Over 50	1	4	1	0	11	1
Total	12	18	6	5	43	4

The tables reveal that of those responding to the questionnaire:

1. Some 61 did not note services or advice had been received from anyone.
2. Some 19 had advice from individuals; 25 from schools wherein they had enrolled.
3. An equal number (5) females and males had received advice from social agencies.
4. Six females had received advice from agencies (employment).

GENERAL COMMENTS - Female

1. 18-24 years old - 3 responses.

   a. Helped - 3
   b. Not helped - 0

   Positive reactions: Helped to realize abilities and interests.
   Discover financial assistance to further education.

   Negative reactions: Can't utilize abilities and interests because unable to go to college.
   More time for individual counseling, less emphasis on test scores and more emphasis on personal motivation.

2. 25-30 years old - 17 responses.

   a. Helped - 13
   b. Not helped - 4

   Positive reactions: Decided to go back to or complete college(7)
   Realized potential t return for education(4)
   Find out what job suits me best

   Negative reactions: Need information for financial aid for education.
   Make services more known
   Did not have space for me when I needed services.
   Workshop too big - 10-12 persons ideal, had 30-40 in my group.
   Counselor too hurried, not given opportunity to discuss my objectives
   Need separate class to help professional people.
   More information about specific jobs.
   More practical view in reference to all adults seeking to further education.
   Reached same conclusions on my own.

FEMALE

3. 31-40 years old - 25 responses.

a. Helped - 16
b. Not helped - 5
c. No comment - 1
d. Not finished - 1

Positive reactions: Brushed up on needed shorthand skills.
More aware of interests and job opportunities available (2)
Know own capabilities and limitations.
Found lead to part-time job which she wanted.
Uncovering abilities I had not considered.
More realistic evaluation of the no-advancement job I was in.
Motivation and encouragement to go on.
Reenter college (4)
Clearer view of myself and my situation even though I didn't accept advice.

Negative reactions: Did not attend workshop as counselor told told her to make up own mind.
Rediculous tests made me feel inferior.
Classes too large.
Listen to student suggestions
Follow up needed.
Tests should be geared to those interested in self-employment.
Counselor felt I had perfectly good job.
Was not given career alternatives.
More time needed at counseling sessions.
Information needed regarding educational grants.

FEMALE

4. 41-50 years old - 25 responses

a. Helped - 15
b. Not helped - 8
c. Not finished - 2

Positive reactions:
- Realized that I was qualified to seek training
- Gave me estimate of my potential
- Decided on different kind of work
- Gave me confidence in my abilities
- Gave objective pocture of jobs in San Francisco
- More confidence; others have similar problems (2)

Negative reactions:
- Less time on testing/more on individual counseling (2)
- Appeared to be screening employees for own needs
- Need list of specific job opportunities and requirements (4)
- Didn't tell me what to do about a next move
- Never followed up
- Tests raised questions that I could not answer honestly; evaluate these questions to person's background
- Program not set up for intensive self exploration
- More group discussion
- More personalized help in counseling and job search techniques
- More contact with actual employer organizations

GENERAL COMMENTS - Male

1. 18-24 years old - 4 responses.

   a. Helped - 4
   b. Not helped - 0

   Positive reactions: Decided direction and confirmed judgement
   "Straighten up and out"

2. 25-30 years old - 6 responses.

   a. Helped - 5
   b. Not helped - 1

   Positive reactions: Aware of personal characteristics and potentials
   Knowledge of career opportunities and requirements
   Reaffirmed career choice

   Negative reactions: No services offered
   Need more job information especially for specific fields of employment
   More time with counselors (2)
   Preferred Strong test (Which was not given) to Kuder test (Which was given)
   Would like to have had guest speakers

MALE

3. 31-40 years old - 15 responses

a. Helped - 12
b. May be - 1
c. Not helped - 0

Positive reactions: Understood myself: Career potential and future goals (5)
Given support and encouragement (2)
Realized working at wrong job
Understand job market better
Returned to college (4)

Negative reactions: More time on individual counseling
Give realistic alternatives to present occupation
Haven't found new job
Complete follow up on each individual
Lack of specific information on jobs and qualification: should have personnel officers from various companies
Not advised of all college/educational opportunities available
More time discussing tests
Direct job leads and job finding information

4. 41-50 years old - 8 responses.

a. Helped - 4
b. Not helped - 4

Positive reactions: Giving encouragement to go to college
Decide which field would be best for me

Negative reactions: Need encouragement at all levels
Psychiatrists and encounter groups needed
Did not take enough personal factors into consideration
Limit to age 30 (25) and under as change not realistic after that
Just stated facts that I was aware of
Group encounter needed

Positive reactions:
- Returned to college (2)
- Know what type of part-time work would be suitable (2)
- Pointed out certain personality traits which helped me understand my needs
- Got me started in the direction of exploring jobs and career possibilities

Negative reactions:
- Could not direct me to work or training to earn more money
- Representatives of business and corporations to address class (2)
- Counselor unable to give me leads to pursue my plans
- Program could offer me nothing better than job I was holding (2)
- Need follow up sessions (2)
- Need smaller groups

APPENDIX C

EVALUATION - CAREER WORKSHOP 1971

TO: Alfred J. Azevedo

FROM: Ann T. Clark

DATE: June 14 1971

Evaluations of the Career Guidance Workshop

Since the inception of the Career Guidance Workshop in 1966 participants have been asked to complete a program evaluation during the last session of the group meetings. These evaluations have been the source of change in workshop content, testing and length as well as have been used in the consideration of staff assignment. Of the 101 responses currently on file, dating from the first workshops in 1966, only 3 evaluations were completely negative stating no assistance had been received.

A summary of these results is now being presented in conjunction with the 5 year follow-up study of individual participants. Unlike the follow-up survey, the evaluations did not provide precise statistical information regarding sex, age, educational and employment background of the respondees and they were written only by those who volunteered to do so at the completion of the workshop sessions.

Summary of Evaluations (Sample attached)

Positive

Consistently, the response of the participants to the question of what was most valuable to them in the workshop was the aptitude and interest testing. Second in importance was the individual counseling session which appears to indicate a dependence on test results for decision making. (To counterbalance this, an entire group discussion is centered around test interpretation.)

Information about job availability and job requirements is the third predominate interest area and is followed closely by the material concerning job finding and interviewing techniques. Reflecting previous suggestions from participants, a discussion of employer/employee human relations including motivation, job satisfaction and need fulfillment has been added to the group discussion. This has proven to be very popular with participants. "Ways of Making a Career Change" has had the next most value and several stated this topic should be expanded.

Many individuals mentioned the effects of the positive encouragement they received both from the workshop leaders and fellow participants. This sharing of information and experiences has contributed to the effectiveness of the workshop itself and has resulted in the group sessions being expanded and conducted on a more informal basis.

Negative

Negative reactions centered in two areas: 1. the lack of specific job leads for an individual and 2. the need for more time in individual counseling sessions. Comments also included having the groups arranged on a smaller homogenous basis and providing more time for group discussion. Negative reactions to the Ostrum Self Inventory (not enough relevance) and to the Department of Labor , Labor Market Information Slides (out-of-date) resulted in both being dropped from the program. Several people did not like missing the group discussion in order to complete their counseling interview. Others wanted extra time in which to cover the workshop topics in more detail.

Several suggestions for content addition were given. Many felt that more literature about job and educational opportunities was needed. Job training and educational programs should be given more coverage. Several wanted psycnological testing and sensitivity/encounter group sessions. Visitation by major employer representatives was suggested as well as more facts concerning current civil service openings and preparation for civil service examinations.

Another area of suggestion concerned restructuring the workshop to provide group discussion after all had received their

testing and counseling interviews. Individuals wanted to have follow-up interviews at intervals after the completion of the workshop. (This has been provided in a limited way, by providing opportunities for appointments with Br. Golbetz following the workshop.)

Workshop Changes

Workshop changes have included the following:

a. Length — The original series of meetings was held for 6 weeks and included 12 meetings: each two hours long. Experiments were done with shorter sessions and the workshop now consists of 8 meetings of 2 hours each, completed in 4 weeks.

b. Testing — Currently the Strong Interest Survey has been added to the Kuder on an experimental basis to determine which of these inventories is most effective. The Ostrum Self Inventory was used for 4 workshop groups but has been dropped.

c. Content — Content has changed each year according to the labor market trends and demands and and the needs of the group. Each workshop offers the aptitude and interest testing as well as the individual conferences. However, the group meetings are specifically designed each time, to reflect the stated needs of the participants who are surveyed by a questionnaire during the first workshop meeting.

Your evaluation of the Adult Vocational Guidance Workshop will help us in planning future Workshops. Please give us your ideas by completing the following:

1. Which parts of the Workshop were the

   a. Most valuable, Why?

   b. Least valuable, Why?

2. Which of the group sessions were the

   a. Most valuable, Why?

   b. Least valuable, Why?

3. Which, if any, topics could have been

   a. Omitted, Why?

   b. Added, Why?

   c. Covered in less time, Why?

   d. Covered in more depth, Why?

4. I would like to add. . .

CAREER WORKSHOP

Tuesday and Thursday
7:00 to 9:00
Fall 1971

FIRST MEETING	INTRODUCTION KUDER INTEREST TEST
SECOND MEETING	GENERAL APTITUDE TEST
THIRD MEETING	GENERAL APTITUDE TEST
FOURTH MEETING	TEST INTER-RELATION AND DISCUSSION
FIFTH MEETING	WHERE TO GET CAREER AND JOB INFORMATION
SIXTH MEETING	HOW TO FIND A JOB RESUME PREPARATION
SEVENTH MEETING	THE JOB INTERVIEW TAKING EMPLOYMENT TESTS SAMPLE TESTS
EIGHTH MEETING	WHERE TO GO FROM HERE EDUCATIONAL OPPORTUNITIES BUSINESS AND HUMAN RELATIONS EVALUATION OF THE WORKSHOP

Individual conferences will take place between the fifth and eighth meetings. During these thirty minute conferences, each member of the class will receive more specific information which relates to his needs. If you are unable to attend a particualr workshop meeting, please advise an instructor.

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on Adult Education